Protean eGov Technologies Limited



STANDARD OPERATING PROCEDURE (SOP)

Change in Subscriber's Personal Details by Nodal Office Version 1.1

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REVISION HISTORY

Sr. No.	Date of Revision	Ver	Section Number	Description of Change
1		1.0	-	Initial Version
2	30-08-2024	1.1	1 (C)	 Name change requiring PrAO /DTA authorization. Authorisation by NPS Trust user for subsequent name change

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Index

Sr No.	Content	Page Number
	Existing Process	4
Background	Revised Process	5
	Documents required for Subscriber Name/DoB/DoR/DoJ Change	6
1	Modification in Subscriber Name	
1 (A)	Name change request Initiation by PAO/DTO/DDO	07-12
1 (B)	Name change request Verification PAO/DTO office	13-18
1 (C)	Name change request Authorization PrAO/DTA office	19-23
2	Modification in Date of Birth (DoB)	
2 (A)	DoB change request Initiation by PAO/DTO	24-28
2 (B)	DoB change request Authorization by PAO/DTO/PrAO/DTA Office	29-33
3	Modification in Date of Joining (DoJ)	
3 (A)	DoJ Change Request Initiation by PAO/DTO/DDO	34-37
3 (B)	DoJ Change Request Authorization by PAO/DTO/PrAO/DTA	38-41
4	Modification in Date of Retirement (DoR)	
4 (A)	DoR Change Request Initiation by PAO/DTO/DDO	42-45
4 (B)	DoR Change Request Authorization by PAO/DTO/PrAO/DTA	46-49



Background:

Existing Process:

The subscriber intends to update any of the below mentioned details is required to submit duly filled and signed S2 form and supporting proofs to concerned DDO

- Name
- Date of Birth
- Date of Joining
- Date of Retirement.

Post checking, DDO forwards subscriber details change request along with the documents to concerned PAO/DTO office for verification at PAO/DTO level and onward submission to DTA/Pr AO office.

Pr AO/ DTA office forwards the said request to CRA along with its letter. The same can be submitted either through physical mode or through email by way of scanned copies of documents duly sent through registered email id of PrAO /DTA).

At CRA end, the official verifies the documents provided and processes the subscriber details change request through maker/ checker concept if there is no discrepancy in the same. In case of any discrepancy, the same is informed to the concern Nodal office.

Classification: Public	Version No. : 1.1	Page: 4 of 49
------------------------	-------------------	---------------



Revised Process:

The existing process involves submission of documents to CRA and processing of the same through CRA end through its login.

As the offices are engaged with its employees, it would be convenient if the said modification can be able to process by offices through their login at nodal office end.

In view of the same, a new functionality is developed wherein subscriber modification can get processed through office end.

The new functionality allows Nodal Office to **Initiate Request, Authorize pending request and view request status** for above mentioned four type of subscriber details in CRA.

- Name,
- Date of Birth,
- Date of Joining
- Date of Retirement.

This functionality will be available in both CRA and NPSCAN website.

The Matrix for above mentioned updation is as follows:

Flow Matrix for Name Change Re	quest	
Request Initiation by	Verification	Authorization
DDO	PAO/DTO	PrAO/DTA
PAO/DTO	-	PrAO /DTA
PrAO/DTA (User 1)	-	PrAO/DTA (User 2)

Flow Matrix for (<mark>Subsequent)</mark> Name Change Request								
Request Initiation	Verificatio n	Authorization	Authorization	Authorization				
DDO	PAO/DTO	PrAO/DTA	NPS Trust (User 1)	NPS Trust (User 2)				
PAO/DTO	-	PrAO/DTA	NPS Trust (User 1)	NPS Trust (User 2)				
PrAO/DTA (User 1)	-	PrAO/DTA (User 2)	NPS Trust (User 1)	NPS Trust (User 2)				

Flow Matrix for DoB/DoJ/DoR Cha	nge Request	
Request Initiation	Verification	Authorization
DDO	PAO/DTO	PAO/DTO
PAO/DTO (User 1)	-	PAO/DTO (User 2)
PrAO/DTA (User 1)	-	PrAO/DTA (User 2)

Classification: Public	Version No. : 1.1	Page: 5 of 49
------------------------	-------------------	---------------



Documents required for Subscriber Name Change:

(Allowed document type:- *.jpeg, *.jpg, *.png, or *.pdf format and size of each document should be between 2KB to 2MB.

Type of Request	Name change	Marriage	Correction and Other
		Self-attested gazette	
	Self-attested gazette copy	copy/Marriage certificate	Self-attested POI
	Self-attested POI in old		
	name	Self-attested POI in old name	Extract of service records
	Self-attested POI in new		
Document to be uploaded	name	Self-attested POI in new name	S2 Form
be uploaded	Extract of service records	Extract of service records with	
	with new name	new name	
	Proof of bank account with	Proof of bank account with new	
	new name	name	
	S2 Form	S2 Form	

Documents required for Subscriber Date of Birth: (any one from the list)

(Allowed document type-: .pdf,.jpg,.jpeg between size 12 KB to 5 MB.)

- > Passport
- Driving License
- > PAN card
- > Voter ID card
- > AADHAAR
- High School Mark sheet

Documents required for Subscriber Date of Joining: (any one from the list)

(Allowed document type-: .pdf,.jpg,.jpeg between size 12 KB to 5 MB.)

- > Appointment/Offer Letter
- Employee ID card

Documents required for Subscriber Date of Retirement: (any one from the list)

(Allowed document type-: .pdf,.jpg,.jpeg between size 12 KB to 5 MB.)

- Appointment/Offer Letter
- Employee ID card

Classification: Public	Version No. : 1.1	Page: 6 of 49





Click on op NSDL e-Ge CGV006271G00	Change in Subscriber's Per otion "Initiate" and Enter PRA	sonal Details by Nodal Office N. Click on "Submit" (Please refe	
Click on op NSDL e-Ge	otion "Initiate" and Enter PRA	N. Click on "Submit" (Please refe	
		N. Click on " Submit " (Please refe	
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SOL e-G	DV is now (()) protean		and the contraction of the
CGV006271G00	Change is growth	National	Pension System (N
			<u>Back to Mai</u>
Personal De	tails Update		
	Initiate	O View Request Status	
Update Persona	I Details		
	Permanent Retirement Account Number (PRAN)*	111000001578	
	Submit	Cancel	
re 3			
	heeriker deteile eveilekle in C		(Dlawaa wafaw Fi
		ita wili be displayed on screen.	FIEUSE IEJEI IIž
<i>4).</i> CIICK OI			
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NSDL e-Go covoos271600 ersonal Det Existing Persona	e Initiate PRAN	View Request Status 111000001578	Pension System (N Back to Mai
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NSDL e-Go CGV006274G00 ersonal Det Existing Persona	is now Example is growth ails Update I Details PRAN Subscriber's Name Date Of Birth	Vational Over Request Status 111000001578 CVTHPVD THNGH 06/02/1980	Pension System (N Back to Mai
NSDL e-Go GV006271G00 ersonal Det	Initiate PRAN Subscriber's Name Date Of Joining	National O View Request Status 111000001578 CVTHPVD THNGH 06/02/1980 24/03/2006	Pension System (N Back to Mai
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Select the Change Type, "Subscriber Name". Select reason for name change request form available list. (*Please refer Figure 5*).

	۲	Initiate		 Verify 		 Authorize 		O View R	equest Status		
lew Pe	rsonal Deta	ils —									
	PRAN: 10	0005968882				Su	bscriber Na	ame: ABC	DEF GHI		
hange Ty	pe	Existing Val	ue	New Value		Reason for C	hange	Document T	уре	Upload Docum	nent
				ABC							
Subscriber's Name		ABC DEF 0	SHI	MIDDLE		SELECT	~				
				LAST		MARRIAG	E				
						CORRECT	ION				
	Change Type		Existing Value		New Value	Guiner		уре	Upload Doc	ument	
	 Date Of BI 	rth	12/11/	1999	12/11/1999		SELECT	-SELECT 🗸		No fisen	
	O Date Of Jo	lining			DD/MM/YY	IMAYYYY 📑 -SELEC		- V Choose File	No fisen		
	O Date Of Re	atirement	01/01/	1/2064 01/01/208		4 -SELECT V		Choose Fil	No fisen		
Note : D It is availabl are veri	Occument shou certified that S e with us. Furth fied by this offic	ld be in *.jpeg ubscriber is e her necessary ce.	i, *.jpg. mploye / name	*.png, or *.pdf form ad with Nodal Offici change has been o	nat and size of e/Corporate an carried out in s	document sho nd the details p ervice records	uld be betwe provided in t of the Subs	een 2KB to 2N his modificatio criber. The giv	18. on request are ven details an	as per the se d the documer	rvice re ts uploa
PRAN	Card Options	EPRAN C	ARD			~					
Note : F	Revised PRAN	Card will be s	ent afte	er authorization of r	equest as per	PRAN Card of	tion selecte	d.			

Figure 5

Upload the supporting document proof for name change and tick on the declaration. Select PRAN card option and click on "Submit" (Please refer Figure 6 and 7).

٥	Initiate	O Verify	⊖ Authorize	O View Request Statu	'S
New Personal Det	ails				
PRAN: 1	00005968882		Subscriber Na	ame: ABC DEF GHI	
Change Type	Existing Value	New Value	Reason for Change	Document Type	Upload Document
		ААААА		Self-attested POI	Choose File 814062024TIFICATE (1).jpg
Subscriber's Name	ABC DEF GHI	LAST		Extract of service records	Choose File 814062024ICATE.jpg
				S2 Form	Choose File



Change Type Existing Value New Value Document Type Upload Document Date Of Birth 12/11/1999 -SELECT- Choose File No fiosen Date Of Joining DD/MMYYY -SELECT- Choose File No fiosen Date Of Retirement 01/01/2064 01/01/2064 -SELECT- Choose File No fiosen Choose File No fiosen -SELECT- Choose File No fiosen Document should be in * jpeg, * jpg, *.png, or *.pdf format and size of document should be between 2KB to 2MBI Is certified that Subscriber is employed with Nodal Office/Corporate and the details provided in this modification request are as per the seable with us. Further necessary name change has been carried out in service records of the Subscriber. The given details and the document erified by this office. N Card Options EPRAN CARD ~ : Revised PRAN Card will be sent after authorization of request as per PRAN Card option selected. Submit	Change Type Existing Value New Value Document Type Upload Document O Date Of Birth 12/11/1999 -SELECT- Choose File No fillosen O Date Of Joining DD/MM/YYY -SELECT- Choose File No fillosen O Date Of Retirement 01/01/2064 01/01/2064 -SELECT- Choose File No fillosen Document should be in * jpeg, * jpg, * png, or * pdf format and size of document should be between 2KB to 2MB Secrified that Subscriber is employed with Nodal Office/Corporate and the details provided in this modification request are as per the seble with us. Further necessary name change has been carried out in service records of the Subscriber. The given details and the document file by this office. I Card Options EPRAN CARD ~ Revised PRAN Card will be sent after authorization of request as per PRAN Card option selected. Submit Cancel Submit Cancel es are in dd/mm/yyyy format ent upload is mandatory for updated field Field						
Date Of Birth 12/11/1999 12/11/1999 -SELECT- Choose File No fiosen DDMM/YYY -SELECT- Choose File No fiosen DDMM/YYY -SELECT- Choose File No fiosen Document should be in *.jpeg, *.jpg, *.png, or *.pdf format and size of document should be between 2KB to 2MB is certified that Subscriber is employed with Nodal Office/Corporate and the details provided in this modification request are as per the se able with us. Further necessary name change has been carried out in service records of the Subscriber. The given details and the document erified by this office. N Card Options EPRAN CARD Cancel Submit Cancel	Date Of Birth 12/11/1999 22/11/1999 SELECT- Choose File No fiosen Date Of Joining Date Of Retirement 01/01/2064 01/01/2064 SELECT- Choose File No fiosen Securent should be in *jpeg, *jpg, *png, or * pdf format and size of document should be between 2KB to 2MB a certified that Subscriber is employed with Nodal Office/Corporate and the details provided in this modification request are as per the se ble with us. Further necessary name change has been carried out in service records of the Subscriber. The given details and the document rified by this office. I Card Options EPRAN CARD Submit Cancel are in dd/mm/yyyy format ent upload is mandatory for updated field	Change Type	Existing Value	New Value	Document Type		Upload Document
Date Of Joining DI//01/2064 DI//01/2064 Ol//01/2064 Ol//0	Date Of Joining DD/MMYYYY - SELECT- Choose File No fiosen Date Of Retirement 01/01/2064 01/01/2064 -SELECT- Choose File No fiosen Document should be in *.jpeg, *.jpg, *.png, or *.pdf format and size of document should be between 2KB to 2MB a certified that Subscriber is employed with Nodal Office/Corporate and the details provided in this modification request are as per the se ble with us. Further necessary name change has been carried out in service records of the Subscriber. The given details and the document rified by this office. I Card Options EPRAN CARD Cancel submit Cancel es are in dd/mm/yyyy format ent upload is mandatory for updated field	O Date Of Birth	12/11/1999	12/11/1999	SELECT	~	Choose File No fiosen
 Date Of Retirement 01/01/2064 01/01/2064SELECT- Choose File No fiosen Choose File No f	Date Of Retirement 01/01/2064 01/01/2064 -SELECT- Choose File No fiosen Document should be in *jpeg, *jpg, *png, or *pdf format and size of document should be between 2KB to 2MB a certified that Subscriber is employed with Nodal Office/Corporate and the details provided in this modification request are as per the set ble with us. Further necessary name change has been carried out in service records of the Subscriber. The given details and the document rified by this office. I Card Options EPRAN CARD Revised PRAN Card will be sent after authorization of request as per PRAN Card option selected. Submit Cancel es are in dd/mm/yyyy format ent upload is mandatory for updated field	O Date Of Joining	1	DD/MM/YYYY	SELECT	~	Choose File No fiosen
Document should be in * jpeg, * jpg, *.png, or *.pdf format and size of document should be between 2KB to 2MB. is certified that Subscriber is employed with Nodal Office/Corporate and the details provided in this modification request are as per the set able with us. Further necessary name change has been carried out in service records of the Subscriber. The given details and the document erified by this office. N Card Options EPRAN CARD Revised PRAN Card will be sent after authorization of request as per PRAN Card option selected. Submit Cancel	Document should be in * jpeg, * jpg, * png, or * pdf format and size of document should be between 2KB to 2MB. a certified that Subscriber is employed with Nodal Office/Corporate and the details provided in this modification request are as per the set ble with us. Further necessary name change has been carried out in service records of the Subscriber. The given details and the document rified by this office. I Card Options EPRAN CARD Revised PRAN Card will be sent after authorization of request as per PRAN Card option selected. Submit Cancel es are in dd/mm/yyyy format ent upload is mandatory for updated field	O Date Of Retirem	nent 01/01/2064	01/01/2064	SELECT	~	Choose File No fiosen
N Card Options EPRAN CARD : Revised PRAN Card will be sent after authorization of request as per PRAN Card option selected. Submit Cancel	Revised PRAN Card will be sent after authorization of request as per PRAN Card option selected. Submit Cancel es are in dd/mm/yyyy format ent upload is mandatory for updated field	s certified that Subscr	riber is employed with Nodal ecessary name change has b	Office/Corporate and the deta been carried out in service rec	ails provided in this mo cords of the Subscriber.	dificatio The giv	n request are as per the se en details and the documer
: Revised PRAN Card will be sent after authorization of request as per PRAN Card option selected. Submit Cancel	Revised PRAN Card will be sent after authorization of request as per PRAN Card option selected. Submit Cancel es are in dd/mm/yyyy format	arified by this office.					
	es are in dd/mm/yyyy format 1ent upload is mandatory for updated field	erified by this office.	PRAN CARD	¥			
		erified by this office.	PRAN CARD will be sent after authorization	n of request as per PRAN Ca Submit Car	rd option selected. I cel		
ment upload is mandatory for updated field	f Birth, Date of Joining and Date of Retirement documents should be in *.jpeg, *.jpg, *.png or *.pdf format. Size of document should be betw 5 MB.	erified by this office.	PRAN CARD will be sent after authorization format tory for updated field	n of request as per PRAN Ca Submit Car	rd option selected. I cel		

Figure 7

New details as captured in CRA system will be visible on screen" (Please refer Figure 8). Click on "Confirm"

Classification: Public	Version No. : 1.1	Page: 10 of 49
------------------------	-------------------	----------------



Initiate	◯ Verify	 Authorize 	O View Request	Status
New Personal Detai	ils			
PRAN : 100005968882		Subscriber Na	me : ABC DEF GHI	
Date Of Birth : 12/11/19	999	Date Of Retire	ment : 01/01/2064	
Count : 1				
Change Type	Existing Details	New Details	Uploaded Do	cument
Subscriber's Name	ABC DEF GHI	ABC		



> Request will be captured successfully and acknowledge number will be displayed on screen. (Please refer Figure 9).

	PRAN	111000001578	
	Subscriber Name	CVTHPVD THNGH	
Maker	Details		
	Acknowledgement Number	80209202418051504	
	Status	Initiated by DDO	
	Date of Initiation	02-09-2024	
	Initiated By - Reg. No	CGV006271G	
	Initiated By - Name	Sr DPO	
nerneo	ssary fidnie change fids been ca	Ok amed odt in service records of the Subsc	nber. me given de



➤ To view status of request, click on "Transaction" → "Subscriber Personal Details Update" → "View Request Status" → "Submit" Please refer Figure 10 and 11).

Personal Deta	ils Update			
c) Initiate O Verify	O Authorize	View Request Status	
 View Request Stat 	us			
	Acknowledgement Number			
	PRAN	111000001578		
	Status	SELECT	~	
	From Date*	DD/MM/YYYY		
	To Date*	DD/MM/YYYY	3	
		Submit Reset		
10				
NSDL e-Gov	is now or protea Change is grow	n th	Natio	onal Pension Syste <u>Back</u>
NSDL e-Gov CGV006271G00 Personal Detai	is now protea Change <i>is</i> grow	C Authorize	Natio	onal Pension Syste <u>Back</u>
NSDL e-Gov CGV006271G00 Personal Deta	is now protea Change is grow	C Authorize	Natio	us
NSDL e-Gov CGV006271G00 Personal Deta C View Request State	is now Example 1 is now Change 1/3 grow	C Authorize	Natio	us
NSDL e-Gov CGV006271G00 Personal Deta	is now Echange is grow ils Update Initiate O Verify us Acknowledgement Number	C Authorize	Natio	us
NSDL e-Gov CGV006271G00 Personal Detai	ils Update ils Update initiate Acknowledgement Number PRAN	C Authorize	Natio	us
NSDL e-Gov CGV006271G00 Personal Detai C View Request State	ils Update initiate O Verify US Acknowledgement Number PRAN Status	C Authorize	Natio	us
NSDL e-Gov CGV006271G00 Personal Deta C View Request State	ils now Change is grow ils Update initiate O Verify US Acknowledgement Number PRAN Status From Date*	C Authorize	Natio	us
Personal Deta C View Request State	ils Update initiate O Verify us Acknowledgement Number PRAN Status From Date ^a To Date ^a	C Authorize	Natio	us
Personal Detai	ils Update ils events e	C Authorize C Authorize III000001578 III00001578 CDD/MM/YYYY DD/MM/YYYY DD/MM/YYYY	Natio	us
Personal Detai	Acknowledgement Number PRAN Status From Date* To Date* Request Date Request For	C Authorize C Authorize IIII000001578 IIII00001578 ISUbmit Reset Type of Maker Entity Ma	View Request Stat	Last Action Pendi Taken



B. Name Change Request Verification PAO/DTO office

Subscriber name change request Initiated by DDO nodal office needs to be **verified by PAO/DTO nodal office** for further authorization by PrAO/DTA office.

In case PAO/DTO nodal office has initiated change request, PrAO office will able to authorize the request.

Verification of request by PAO /DTO:

PrAO nodal office will log in to CRA portal <u>https://cra-nsdl.com/CRA/</u>. Enter "User ID" and password click on "Submit" (Please refer Figure 12)

-	PERUA has appointed Training agency to provide training on NPS	. ouvernment houar oncers can <u>citck nere</u> , outporates a r or s can <u>citck</u>
Ê	Annual Transaction Statement on Email	Subscribers User ID Password
0	Invest in NPS	Enter Captcha
¢	Activate Tier II Account Free !!	 I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or number.
	FATCA Compliance	I need to keep changing my password regularly. Submit
	Annuity Quotes	Reset Password IPIN for eNPS Help/Instructions for Login
B	Subscriber Consent to share contact details with ASP	Nodal Offices / Other Intermediaries I-PIN User ID Password Digital Certificate
	Subscriber Registration/Date Signature Medification Register	Enter Captoha
÷	Subscriber Registration/Proto-Signature Modification Request	
*** ***	Status using Receipt Number	 I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or pumpler.

Figure 12

Classification: Public	Version No. : 1.1	Page: 13 of 49





Details of pending request will be visible on screen. (Please refer Figure 15,16 and 17). To check and verify the details entetred by PAO office, click of hyperlink "Acknowledgement number".

() Initiate	Verif	ý	O Authorize	0	View Reque	est Status	
Verify Personal D	etails —							
	Acknowledge	ement Number						
	PRAN			11100000157	8			
	From Date*			DD/MM/YYYY	(
	To Date*				(
			_					
			Submit	Reset				

Figure 15

	PRAN	111000	001578	
	Subscriber Name	CVTHP	VD THNGH	
etails —				
	Acknowledgement N	umber 802092	202418051504	
	Status	Initiate	d by DDO	
	Date of Initiation	02-09-2	2024	
	Initiated By - Reg. No	CGV00	6271G	
	Initiated By - Name	Sr DPC	>	
	Click	Here to Check D	etails	
low View				
DDOInitiator	Nodal Verif	ier Noc	dal Authorizer	Completed
User Name	User ID	Date	Action Taken	Remarks
Sr DPO	CGV006271G00	02-09-2024	-	REQUEST RAISED
		Class		

Classification: Public	Version No. : 1.1	Page: 15 of 49



Ø NSDL e-Go	is now is now	rotea	m	$\langle \rangle$			Na 🗙 al Pe	nsion System (NI X
Personal Details to	o be Updated ——								
PRAN : 11100000157	8			Subscriber Na	me : CVTHP	VD THNGH			
Date Of Birth : 06/02	1980			Date Of Joinin	g : 24/03/200	06			
Date Of Retirement :	28/02/2040								
Change Type	Existing Details	N	lew Details		Uploaded I	Document			
Subscriber's Name	CVTHPVD THNGH	c	VTHPVD KKK TH	HNGH	± ±				



PAO nodal office can Accept/Rejet the request based on details enterered and documents uploaded in CRA system. To see the upoded documents click on **"Uploaded document"** icon (*Please refer Figure 18*)

() Initiate	Verify	O Authorize	e O View Request Status
Personal Details t	o be Updated ——			
PRAN : 11100000157	78		Subscriber Na	Name : CVTHPVD THNGH
Date Of Birth : 06/02	/1980		Date Of Joinir	ing : 24/03/2006
Date Of Retirement :	28/02/2040			
Change Type	Existing Details	New Details		Uploaded Document
Subscriber's Name	CVTHPVD THNGH	CVTHPVD KKK	THNGH	± ± ±
Subscriber's Name	CVTHPVD THNGH Subscriber is employed w ther necessary name cha fice.	CVTHPVD KKK ith Nodal Office/Corporate nge has been carried out ir @ Accept	A THNGH and the details p n service records O Reject	Provided in this modification request are as per the servi s of the Subscriber. The given details and the documents
Subscriber's Name	CVTHPVD THNGH Subscriber is employed w ther necessary name cha fice.	CVTHPVD KKK ith Nodal Office/Corporate nge has been carried out ir @ Accept Remarks	CTHNGH and the details p n service records O Reject	provided in this modification request are as per the servi s of the Subscriber. The given details and the documents

Click on " C o	Change in Sub onfirm" to submit	bscriber's Personal De the details. (<i>Please</i>	tails by No refer Figu	odal Office re 19).	
NSDL e-Go	V is now Change is	ean		National Pens	sion System (I
ersonal Deta	ails Undate				
	O Initiate	ferify O Authoriz	e	O View Request Status	
Personal Details 1 PRAN : 1110000015	to de Updated	Subscriber	Name : CVTHPV	D THNGH	
Date Of Birth : 06/02	2/1980	Date Of Joir	ning : 24/03/2006	;	
Date Of Retirement	: 28/02/2040				
Change Type	Existing Details	New Details	Uploaded Do	ocument	
Subscriber's Name	CVTHPVD THNGH	CVTHPVD KKK THNGH	۰ ک	٠	
It is certified that available with us. Fu	Subscriber is employed with Noc rther necessary name change ha fice.	al Office/Corporate and the details s been carried out in service record	provided in this Is of the Subscrib	modification request are as per t er. The given details and the doo	he service record suments uploaded
are verified by this of					

Figure 19

 On successful authorization of request acknowlwdgement details will be visible on screen. (Please refer Figure 20).

	PRAN	111000001578	
	Subscriber Name	CVTHPVD THNGH]
Details -			
			,
	Acknowledgement Number	80209202418051504	
	Status	Verified	
	Date of Verification	02-09-2024	
	Verified By - Reg. No	2000250	
	Verified By - Name	Sr. DFM and Sr. DPO, Northern Railway, Ferozpur	
		JK .	



Figure 20

➤ To view status of request, click on "Transaction" → "Subscriber Personal Details Update" → "View Request Status" → "Submit" (Please refer Figure 21 and 22).

001019700				Back to
ersonal Detai	Is Update			
0	Initiate O Verify	◯ Authorize	View Request Status	
View Request Statu	5			
	Acknowledgement Number			
	PRAN	111000001578		
	Status	SELECT	~	
	From Date*	DD/MM/YYYY		
	To Date*	DD/MM/YYYY		
	Submit	Reset		
2 2 7 • NSDL e-Gov 001019700	Is now Protean Change is growth		National	Pension Systen <u>Back to</u>
2 27 NSDL e-Gov 001019700 ersonal Detai	Is now method protean Change is growth	○ Authorize	National	Pension Systen <u>Back to</u>
9 27 NSDL e-Gov 001019700 Personal Detai	Is now Echange is growth ils Update Initiate O Verify US	() Authorize	National	Pension Systen Back to
9 21 NSDL e-Gov 001019700 ersonal Detai	Is now Echange is growth	O Authorize	National	Pension Systen <u>Back te</u>
9 21 NSDL e-Gov 001019700 ersonal Detai	Is now Echange is growth	 Authorize 111000001578 	National	Pension System Back to
9 21 NSDL e-Gov 001019700 ersonal Detai	I Is now Echange is growth	 Authorize 111000001578 SELECT 	National	Pension System Back to
NSDL e-Gov 001019700 ersonal Detai	I Is now Echange is growth IS Update Initiate O Verify IS Acknowledgement Number PRAN Status From Date*	 Authorize Authorize 111000001578 -SELECT DD/MMYYYY 	National	Pension System Back to
9 27 NSDL e-Gov 001019700 Personal Detai	I IS NOW ECHANGE / S growth IS Update Initiate O Verify IS Acknowledgement Number PRAN Status From Date ^a To Date ^a	 Authorize Authorize 111000001578 -SELECT DD/MM/YYYY DD/MM/YYYY 	National	Pension System Back to
9 21 NSDL e-Gov 001019700 ersonal Detai	IS NOW Example is growth Change is growth Change is growth IS IS IS IS IS IS IS IS IS IS	Authorize Authorize Introduction Introduction Introduction DD/MM/YYYY DD/MM/YYYY Reset	National	Pension System Back to
Acknowledgement	I IS NOW EXAMPLE Change is growth	Authorize Authorize Introduction Introduction	View Request Status	Pension System Back to Back to Pending Wi

Classification: PublicVersion No. : 1.1Page: 18 of 49



C. Name Change Request Authorization PrAO/DTA office

PrAO nodal office will log in to CRA portal <u>https://cra-nsdl.com/CRA/</u>. Enter "User ID" and password click on "Submit" (Please refer Figure 23)

	S. Government Nodal officers can Click here , Corporates & POPs can Click
Annual Transaction Statement on Email	Subscribers User ID Password
Invest in NPS	Enter Captoha 9, 4 5 =
Activate Tier II Account Free 11	I understand that, My User ID/PRAN & Password is confidential & not to be disclosed Password should be complex and not commonly used text or number.
FATCA Compliance	I need to keep changing my password regularly.
Annuity Quotes	Reset Password IPIN for eNPS Help/Instructions for Log
	Nodal Offices / Other Intermediaries
Subsoriber Consent to share contact details with ASP	LPIN Digital Certificate User ID 111014702 Password
Subscriber Consent to share contact details with ASP	L-PIN User ID Password Enter Captoba 2
Subsoriber Consent to share contact details with ASP Subsoriber Registration/Photo-Signature Modification Request Status using Receipt Number	LPIN Objital Certificate User ID 111014702 Password Enter Captcha Z Z S L understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or
Subscriber Consent to share contact details with ASP Subscriber Registration/Photo-Signature Modification Request Status using Receipt Number My Withdrawal Utility	L-PIN Digital Certificate User ID Tassword The control of the control of the certificate Digital Certific

- Figure 23
 - ➢ Click on option Transaction--→ Subscriber Personal Details Update--→ "Authorize". Enter PRAN/acknowledgement ID. Click on "Submit."

(Please refer Figure 24 and 25)

	I Accounts Office-111014702		Navigate to NPSCAN	22-Aug-2024	Home Logout
eme Preference	nd Details Subscriber Kegistrabion Gnevance User Maintenance Views Reports Knowledge Centre CKYCCompliance Aadhaar Linking	Additional Reports (New) Master Download Dashboard (CGMS BackOffice Nodal Offices Upload	Error Rectification Module Recruitment Monitoring	
nge					
2 Activation					
late Subscriber ails					
thorize Inter bscriber Shifting		Know more on fund transfer through NACH			
thorize DDO Shift quest		Welcome to Central Recordkeeping Agency			
00 Shifting Request atus View		Click here to view list of Exit Claim IDs awaiting any action	in		
TCA Self Certification					
IGA File Opioad	Subscriber is required to purch	nase the annuity at the time of Exit. To view annuity quotes, ple	ase click here View Annuity Quotes		
dal Bank Details date	will be observed as NPS Service Fortnight in all Nodal Offices to promote awareness r	egarding NPS among all the subscribers. This campaign will b For more information please, click here	e service oriented towards the subscribe	rs and aimed at awareness building and improved info	mation dissemina
thorize Subscriber ifting by Source					
rify Subscriber Shifting					-
Withdrawal thorization				Notification 1	
				Transaction Type Count Erroneous Transfer to subscriber 1	
bsoriber Personal tails Update				Authorize 1 Grievance pending for resolution 16 Redemption of NON-NPS 1	
soriber Personal alis Update		Retired life ka sahara, NPS hamara	l	Authorize 1 Grievance pending for resolution 19 Redemption of NON-NPS 1 contribution Authorize 1	
isoriber Personal als Update	4	Retired life ka sahara, NPS hamara	l	Authorize 1 Grievance pending for resolution 19 Redemption of NON-NPS 1 contribution Authorize 1	



	 Initiate 	O Verify	 Authorize 	O View Request Status	
Authorize Person	al Details ——				
	Acknowledgem	ent Number			
	PRAN		100005968882		
	From Date*		DD/MM/YYYY		
	To Date*		DD/MM/YYYY		
		Sub	Reset		



PrAO nodal office can Approve/Rejet the request based on details enterered and documents uploaded in CRA system. To see the upoded documents click on **"Uploaded document"** icon.

Office can mention reason for rejection/accepatance of request while authoriation. (*Please refer Figure 26*).

	Initiate											
			 Verif 	fy	 Authorize 			O Viet	w Reque	est Statue	s	
Personal Detail	s to be Up	dated										
PRAN : 10000596	3882				Subscriber Na	ame : A	BC DE	F GHI				
Date Of Birth : 12	11/1999				Date Of Retire	ement :	01/01/3	2064				
Count : 1												
Change Type	Existing	g Details		New Details		Uploa	aded Do	ocumen	nt			
Subscriber's Name	ABC DE	EF GHI		ABC		۰	۰	۰	۰	۰	۰	
available with us. are verified by this	at Subscriber Further neces office.	r is employed ssary name ch	with Nodal lange has t	Office/Corporate an been carried out in s	nd the details p service records O Reject	rovided of the S	l in this Subscrit	modific ber. The	ation re given o	quest a letails a	re as per nd the do	the service record comments uploaded
available with us. are verified by this	at Subscriber Further neces office.	r is employed ssary name ch	with Nodal hange has t Remar	Office/Corporate an been carried out in s Accept	Reject	rovided of the S	l in this Subscrib	modific ber. The	ation re given o	quest a letails a	re as per nd the do	the service record curnents uploaded
available with us. are verified by this	at Subscriber Further neces	r is employed ssary name ch	with Nodal lange has t	Office/Corporate as been carried out in s	O Reject	rovided of the S	l in this Subscrit	modific ber. The	ation re given o	quest a	re as per nd the do	the service record
available with us. are verified by this	at Subscriber Further neces	r is employed issary name of	with Nodal lange has b Remar	Office/Corporate as been carried out in s	O Reject	rovided of the S	l in this Subscrib	modific ber. The	ation re given o	quest a	re as per nd the do	the service record



> Click on **"Confirm"** to submit the details. (*Please refer Figure 27*).

(🗆 Initiate	O Verify	Authorize	O Vie	w Request Statu	15
Personal Details t	o be Updated					
PRAN : 1000059688	32	Su	ibscriber Name : AE	BC DEF GHI		
Date Of Birth : 12/11	/1999	Da	te Of Retirement : 0	01/01/2064		
Count : 1						
Change Type	Existing Details	New Details	Upload	led Documer	nt	
Subscriber's Name	ABC DEF GHI	ABC		* *	* *	
It is certified that	Subscriber is employed with	Nodal Office/Corporate and t	the details provided i	n this modific	ation request a	are as nor the service re
available with us. Fur	ther necessary name change	has been carried out in serv	vice records of the Su	ubscriber. The	given details a	and the documents uplo
are verified by this of	fice.					

 On successful authorization of request acknowlwdgement details will be visible on screen. (Please refer Figure 28).

	Requeste	d For			
ersonal Detai		PRAN	100005968882		
0		Subscriber Name	ABC DEF GHI		
Personal Details to	Details –				
		Acknowledgement Number	82108202418001367		
PRAN : 100005968882		Status	Authorised		
Date Of Birth : 12/11/1		Date of Authorization	22-08-2024		
Count : 1		Authorized By - Reg. No	3000045		
Change Type		Authorized By - Name	PrAOOFFICEE		
Subscriber's Name					L .
			OK		
	riber is employed	hange has been carried out in the	nd the details provided in this service records of the Subscril	modification request are a per. The given details and	is per the service record the documents uploaded
It is certified that Subst available with us. Further r	ecessary name u				
It is certified that Substantiate of the second	lecessary hame t				
It is certified that Subsc available with us. Further r are verified by this office.	lecessary name o				
It is certified that Subsc available with us. Further are verified by this office.	lecessary name o	Confirm	Cancel		
 It is certified that Subsc available with us. Further are verified by this office. 'e 28 		Confirm	Cancel	-	
 It is certified that Subscraption available with us. Further rare verified by this office. re 28 		Confirm	Cancel	-	

Figure 27



➤ To view status of request, click on "Transaction" → "Subscriber Personal Details Update" → "View Request Status" → "Submit" (Please refer Figure 29 and 30).

1014702							Back to M
ersonal Detail	s Update						
01	nitiate 🔿 Verify	r	 Authorize 	•	√iew Request St	atus	
View Request Status	5						
	Acknowledgement Number						
	PRAN		100005968882				
	Status		SELECT		```	-	
	From Date*		DD/MM/YYYY				
	To Date*		DD/MM/YYYY				
		Submit	Reset				
	ean			Natio	nal Per	nsion Syst	em (
Change is g	ean growth			Natio	nal Per	nsion Syst	em (I
Change is g	growth			Natio	nal Per	nsion Syst	em (I
Change is g 111014702	growth			Natio	nal Per	nsion Syst	em (I
ersonal Deta	rowth alls Update	erify	O Authorize	Natio	Niew Reque	nsion Syst	:em (_{Back}
Personal Deta	an growth iils Update	erify	() Authorize	Natio	Niew Reque	nsion Syst	cem (I
ersonal Deta	ails Update	erify	O Authorize	Natio	Niew Reque	nsion Syst	em (
Change is g 111014702 Personal Deta	anils Update	erify	O Authorize	Natio	• View Reque	nsion Syst	em (
Change is g 111014702 Personal Deta	Acknowledgement Number PRAN Status	erify	O Authorize	Natio	Niew Reque	nsion Syst	em (
ersonal Deta	Acknowledgement Number PRAN Status From Date*	erify	Authorize 100005963882 SELECT	Natio	Niew Reque	nsion Syst	em (
View Request Stat	Acknowledgement Number PRAN Status From Date* To Date*	erify	O Authorize	Natio	New Reque	nsion Syst	em (
View Request Stat	Acknowledgement Number PRAN Status From Date* To Date*	erify	O Authorize	Natio	Nal Per	est Status	em (
View Request Stat	Acknowledgement Number PRAN Status From Date*	erify	 Authorize 100005968882 SELECT DD/MM/YYYY DD/MM/YYYY Reset 	Natio	Nal Per	est Status	em (
Acknowledgement Number	Acknowledgement Number PRAN Status From Date ^s To Date ^s Request Date Request For	erify Submit	Authorize Authorize 100005968882 SELECT DD/MM/YYYY DD/MM/YYYY Reset Maker Mai	Natio	• View Reque	est Status	em (
Acknowledgement Number	Acknowledgement Number PRAN Status From Date* To Date* 02-08-2024 100005968882	erify erify U U U U U U U U U U U U U U U U U U U	O Authorize	Natio	Nal Per View Reque Status Accepted	est Status	Pendi Witt

Classification: PublicVersion No. : 1.1Page: 22 of 49



Change in Subscriber's Personal Details by Nodal Office Any subsequent name change request received for the same subscriber:

In case if name change is request is received again for the same subscriber, the said request is required to be verified and authorised by NPS trust user. The initial process will remain the same as mentioned above. Once the request is authorised by PrAO/DTA, the name will be updated only the same is verified and authorised by NPS Trust user.

The Status of such request can be seen in CRA on clicking acknowledgement number hyperlink." (*Please refer Figure 31*).



Figure 31

Classification: Public Version No. : 1.1 Page: 23 of 49



2. Modification in Date of Birth (DoB)

- Date of Birth (DoB) change request Initiated by **DDO** nodal office need to be **verified and authorized** by PAO/DTO nodal office.
- Date of Birth (DoB) change request Initiated by nodal office PAO/DTO/PrAO/DTA user 1 can be authorized by PAO/DTO PrAO/DTA nodal office User 2.

A) Date of Birth Change Request initiation by PAO/DTO

DDO/PAO office will log in to CRA portal <u>https://cra-nsdl.com/CRA/</u>. Enter "User ID" and password click on "Submit" (Please refer Figure 32)

PFRDA has appointed Training agency to provide	training on NPS. Government Nodal officers can <u>Click here</u> , Corporates &
Annual Transaction Statement on Email	Subscribers User ID Password
Invest in NPS	Enter Captoha 3 4 + 4 =
Activate Tier II Account Free 11	 I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or
FATCA Compliance	number. I need to keep changing my password regularly. Submit
Annuity Quotes	Reset Password IPIN for eNPS Help/Instructions for Login
Subscriber Consent to share contact details with ASP	Nodal Offices / Other Intermediaries I-PIN User ID Password
Subscriber Registration/Photo-Signature Modification Request	Enter Captoha (2) 1) + 8 2 35
Status using Receipt Number	 I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or number. I need to keep changing my password regularly.
My Withdrawal Utility	Submit
REAN Cord Dispately Status	Reset Password Help/Instructions for Login

	Change in Subscriber's Personal Details by Nodal Office
Velcome Princip	Click on option "Transaction" and sub menu "Subscriber Personal Details Update" (Please refer Figure 33) (Dange / S growth Dange / S growth Mational Pension System (NPS)
Transaction PAO Fu	nd Details Subscriber Registration Grievance User Maintenance Views Reports Additional Reports (New) Master Download Dashboard CGMS DashOffice Nodal Offices Upload Error Rectification Module Recruitment Monitoring
Scheme Preference Change	Knowledge Center CRYCCompliance Aadhaar Linking
Authorize Transaction	
Tier-2 Activation	
Update Subscriber Details	
Authorize Inter Subscriber Shifting	Know more on fund transfer through NACH
Authorize DDO Shift Request	Welcome to Central Recordkeeping Agency
DDO Shifting Request Status View	Click base to skew list of Evit Claim Dis availance any action
FATCA Self Certification	
FATCA File Upload	Subscriber is required to purchase the annuity at the time of Exit. To view annuity quotes, please click here View Annuity Quotes
FATCA File Status Nodal Bank Details Update	will be observed as NPS Service Fortnight in all Nodal Offices to promote awareness regarding NPS among all the subscribers. This campaign will be service oriented towards the subscribers and aimed at awareness building and improved information dissemination.
Authorize Subscriber Shifting by Source	
Verify Subscriber Shifting	
MyWithdrawal Authorization	Notification 17
Subscriber Personal Details Update	Transaction Type Count Emoneus Transfer to subscriber Authorized 1 Grievance pending for resolution 15 Reidemption of NOVAPPS 1
	Retired life ka sahara, NPS hamara
Figure 3	3

> Click on option "Initiate" and Enter PRAN. Click on "Submit" (Please refer Figure 34)

oroonar Bota	iis updat	e			
۲	Initiate	○ Verify	○ Authorize	○ View Request Status	
Update Personal D	etails				
P	Permanent Retirem	nent Account Number (PRAN)*	100005968882		
		Submit	Cancel		
		Submit	Cancel		
		Submit	Cancel		
2 34		Submit	Cancel		
2 34		Submit	Cancel		
2 34		Submit	Cancel		
2 34		Submit	Cancel		

Persor	Select tl Upload nal Detai	he Cha docur il s Up a	Cl ange nent late	hange in S e Type , "I :. Tick the	oubscril Date c decla	ber's Pel of Birth ration.	rsonal Dei I". Select Click on '	tails sup 'Sul	by Noda oporting omit" (P	l Offi ; proo	ce of form • <i>refer Fi</i>	availab gure 35	le list and and 36).
New Performance	ersonal Deta	ils		○ Verify		O Authorize	O	View R	equest Status				
Change T	уре	Existing Va	lue	New Value		Reason for C	h						
) Subsc	Subscriber's Name GXCZEET THNGH Change Type Exit			GXCZEET MIDDLE THNGH		SELECT	SELECT AADHAAR CARI VOTERS IDENT HIGH SCHOOL I PASSPORT	D / LETT TTY CAP MARK S	TER ISSUED BY I RD HEET	UNIQUE II	DENTIFICATION	I AUTHORITY O	FINDIA
			ge Type Existing Value New Value				DRIVING LICEN	SE					
	Date Of Bi	rth	01/08/1	990	20/03/199	6 📑	VOTERS IDENT	itt 🗸	Choose File 1	1109.pdf			
	O Date Of Joining 13/01		13/01/2	007	13/01/200	7	SELECT	~	Choose File	No fioser	1		
	O Date Of Re	tirement	31/05/2	031	31/05/203	1	SELECT	v [0	Choose File No	No fioser	1		
	Change	Туре		Existing Value		New Value	2	Document Type			Upload Document		
	Oate	Of Birth		01/08/1990		20/03/19	996 📑	vo	TERS IDENT	itti 🗸	Choose File	1109.pdf	
	🔿 Date	Of Joining	I.	13/01/2007		13/01/20	007 📑	-S	ELECT	~	Choose File	No fiosen	
	O Date	Of Retirem	nent	31/05/2031		31/05/20	031 📑	-s	ELECT	~	Choose File	No fiosen	
Note I It avail are v PRA	a : Document t is certified th lable with us. verified by this AN Card Opti a : Revised Pf	should be nat Subsor Further ne s office. ons eF RAN C P	in *.jpe iber is e ecessar PRAN C PRAN C hysical F	g, t.jpg, t.png, c employed with t y name change and and PRAN Card	r *.pdf forn Vodal Offic has been	nat and size e/Corporate carried out in	of document sh and the details n service record N Card c	ould b provic ls of th option s	e between 2K led in this mo e Subscriber. selected.	B to 5MI	3. n request are en details and	as per the s	ervice record nts uploaded

protean

Figure 36

The subscriber is having option to receive PRAN card either through e-PRAN or can opt for physical copy of the same. The subscriber can click on PRAN card option and choose the option and submit accordingly.

Classification: Public	Version No. : 1.1	Page: 26 of 49
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> Updated DoB will be visible on screen click on "Confirm" to proceed. (Please refer Figure 37).

 Initiate 	O Verify	O Authorize	O View Request Status
New Personal Deta	ils		
PRAN : 110070199900		Subscriber Name	: GXCZEET THNGH
Date Of Birth : 01/08/1	990	Date Of Joining :	13/01/2007
Date Of Retirement : 3	1/05/2031		
Change Type	Existing Details	New Details	Uploaded Document
Date Of Birth	01/08/1990	19/03/1980	<u>.</u> €
		Eas/Corporate and the details provid	ded in this modification request are as per the service reco

> Details will be saved successfully and acknowledgement number will be visible on screen. (*Please refer Figure 38*).

d: 1001025401	Request has be	een successfully initiated.	Back to Mai
	Request Raised For		
Personal I	PPAN	440070499900	
	Subscriber Name	GXCZEET THNGH	
			us
New Person	Maker Details		
PPAN - 11007	Acknowledgement Number	82708202418051441	
Date Of Risth	Status	Initiated By Nodal Entity	
Date Of Birth	Date of Initiation	27-08-2024	
Date Of Retire	Initiated By - Reg. No	2000213	
Change Ty	Initiated By - Name	Sr. Accounts Officer and Sr. PO,	ent
Date Of Bir		Northern Railway, Famuna Nagar	
It is certifie available with		Ok	as per the service record the documents uploaded
are verified by mis or	nce.		
	c	onfirm Cancel	
ure 38			

Classification: Public	Version No. : 1.1	Page: 27 of 49

	Change in Subscriber's Personal Details by Nodal Office										
Status of r	equest c	an be see	n in CRA lo	og in. <i>(Pl</i>	lease refer Figure	39).					
View Request Sta	o Initiate	ate o	Verify	O A	uthorize 💿 ۱	view Request Sta	atus				
- non noquoor ou	Asknowle	daaaaa Muunhaa									
	PRAN	agement Number		110	110070199900						
	Status From Date	*			ELECT						
	To Date*			DD							
Acknowledgement	Request		Subn	nit Res	et		Last Action	Pending			
Number 82708202418051441	Date 27-08-2024	Request For	Transaction Modification	Entity ID	Maker Entity Name Sr. Accounts Officer and Sr. PO, Northern Railway, Yamuna Nagar	Status Pending	Taken Initiated By Nodal Entity	With Nodal Authorizer			

-

Figure 39

Classification: Public	Version No. : 1.1	Page: 28 of 49



B. Authorization by PAO/DTO/PrAO/DTA Office

Date of Birth (DoB) change request Initiated by nodal office PAO/DTO/PrAO/DTA user 1 can be authorized by PAO/DTO PrAO/DTA nodal office User 2.

PAO/DTO/PrAO/DTA office will log in to CRA portal <u>https://cra-nsdl.com/CRA/</u>. Enter "User ID" and password click on "Submit" (*Please refer Figure 40*)

Annual Transaction Statement on Email		Subscribers
	User ID Rangeword	
Invest in NPS	Enter Captcha	34+4=
Activate Tier II Account Free 11	 I understand My User ID/PRA disclosed. Password should number. 	I that, N & Password is confidential & not to be I be complex and not commonly used text or
FATCA Compliance	I need to keep cl	hanging my password regularly.
Annuity Quotes	Reset Password	IPIN for eNPS Help/Instructions for Lo
Subscriber Consent to share contact details with ASP	ILPIN User ID Password	Digital Certificat
	1 33311010	7 T + 9 35
Subscriber Registration/Photo-Signature Modification Request	Enter Captcha	
Subscriber Registration/Photo-Signature Modification Request	Enter Captoha	I that, N & Password is confidential & not to be d be complex and not commonly used text or
Subscriber Registration/Photo-Signature Modification Request Status using Receipt Number My Withdrawal Utility	Enter Captcha	I that, N & Password is confidential & not to be d be complex and not commonly used text or nanging my password regularly.

Click on option "Transaction" and sub menu "Subscriber Personal Details Update" (Please refer Figure 41)

Authorize Request	Contribution Details	Security Account Details	Subscriber Registration	Grievance	User Maintenance	Views R	eports	Transaction /	Additional	Reports (New)	Master Download	Dashboard	Subscriber Dea	ctivation / Reac	ivation
CGMS BackOffice	Nodal Offices Upload	Error Rectification Module	Exit Withdrawal Request	Recruitment	Monitoring Knov	vledge Centre	Down	Authorize Transac	ction						
								Tier-2 Activation							
								Tier-2 to Tier-1 Switch(One Way S	Switch)						
								Update Subscriber Details	er Tier-2						
					Welcome to Ce	entral Records	eeping.	Subscriber Shifting	ng						
				Clief	k hara ta viaw liat	of Exit Claim I	Do awa	Authorize Subscrib Shifting	riber						
				Cilci	K HEIE IO VIEW IISI	OF EXIL GIAINT	DS awa	Authorize DDO Sh Request	lhift						
			Subscriber is required to	purchase the a	innuity at the time	of Exit. To vie	w annui	DDO Shifting Req Status View	quest Bre	e View Annuity	Quotes				
			Click here for	details relate	d to 'Voluntary C	ontribution ir	Tier I a	Initiate Conditional Withdrawal	al or i	Subscribers'					
		Information	regarding online submiss	ion of FATCA S	Self-Certification in	Subscribers	login ma	Verify Conditional	ur ur	Subscribers. F	or details, Click h	ere			
				Click here	for PFRDA Adviso	ry on streamli	ning of I	Withdrawal Reque	iest fication						
					NPS Operations O	Guide PrAO/D		FATCA File Upload	ad						
					Nodal Offices	Helpline No	1800-22	FATCA File Status	IS						
								Nodal Photo Signa Upload	nature						
								Nodal Bank Detail Update	ils						
				Retí	red lífe ka	sahara,	NPS	Subscriber Bank D Update	Details				latification	10	
			Home Conta	ct Us System C	onfiguration / Best Vie	ewed Entrust S	ecured i	Authorize Subscrib Shifting by Source	riber se edr	ressal Policy		Transaction Type	Nouncation	+I Count	
								Verify Subscriber S	Shifting			Subscriber-Shifti	ing Source	1	
								MyWithdrawal Authorization				Authorization	1 1 1 1		
								DDO Registration	n			Activ	ate wind	OWS	
								Subscriber Person Details Update	onal			GO TO	Settings to a	ictivate wi	
Figuro	71														
rigui e 2	<u> </u>														

Classification: PublicVersion No. : 1.1Page: 29 of 49



Click on option "Authorize", enter PRAN details and click on "Submit" (Please refer Figure 42)

(In case request is initiate by DDO office PAO/DTO office needs to verify the same before authorization)

0	Initiate	() Verify	 Authorize 	O View Request Status
Personal	Details —			
	0 always da da arrest	and Maranhan		
	Acknowledgeme	ent Number		
	PRAN		110070199900	
	From Date*		DD/MM/YYYY	
	To Date*		DD/MM/YYYYY	

Figure 42

Existing details pending for authorization will be available on screen. Click on hyperlink acknowledgement number to check the details entered by maker. (Please refer figure 43)

ersonal Details	Update	•						
C) Initiate	C) Verify	C	Authorize	View Reques	st Status	
Authorize Persona	al Details							
	Acknow	/ledgement Numb	er					
	DDAN	-						
	PRAN				110070199900			
	From Da	ate*			DD/MM/YYYY			
	To Date	*			DD/MM/YYYY			
			_					
			Su	ubmit	Reset			
	Paquact		Type of	Maker			Last Action	
Acknowledgement		Downson of Com	1100 01		Maker Entity Name	Status	Taken	Action
Acknowledgement Number	Date	Request For	Transaction	Entity ID				

Figure 43

Classification: Public	Version No. : 1.1	Page: 30 of 49



> The following details will appear on the screen (Refer figure 44)

	PRAN		11007019	99900	
	Subscriber Name		GXCZEE	T THNGH	
Details —					
	Acknowledgement N	lumber	82708202	2418051441	
	Status		Initiated	By Nodal Entity	
	Date of Initiation		27-08-2024		
	Initiated By - Reg. No		2000213		
	Initiated By - Name		Sr. Accou Sr. PO, N Yamuna	unts Officer and lorthern Railway, Nagar	
	Click	c Here to	Check Det	ails	
Flow View					
	itiator	Nodal A	uthorizer	c	ompleted
Nodal In					
Nodal Ir				Action Taken	Remarks
Nodal Ir	User ID	D	ate		

> Nodal office can download and see document uploaded by maker to check the details entered. Click on **"Confirm".** (*Please refer Figure 45 and 46*)

	O Initiate	○ Verify	Authorize	○ View Request Status
Personal Det	ails to be Updated			
PRAN : 11007	0199900		Subscriber Name : G	XCZEET THNGH
Date Of Birth	01/08/1990		Date Of Joining : 13/	01/2007
Date Of Retire	ment : 31/05/2031			
Change Type	Existing Details	New Details	s Uploa	ided Document
Date Of Birth	01/08/1990	19/03/1980		
It is certified available with are verified by	d that Subscriber is emplo us. Further necessary nam this office.	ved with Nodal Office/Corpor e change has been carried o Confirm	rate and the details provided out in service records of the S Cancel	in this modification request are as per the service recor Subscriber. The given details and the documents uploade

Figure 44



Back to Main Menu

Change in Subscriber's Personal Details by Nodal Office

	 Initiate 	Verify	/	Authorize	O View Request Status	
Personal Deta	ils to be Updated					
PRAN : 1100701	199900			Subscriber Na	ame : GXCZEET THNGH	
Date Of Birth : (01/08/1990			Date Of Joinin	ng : 13/01/2007	
Date Of Retiren	nent : 31/05/2031					
Change Type	Existing Details		New Details		Uploaded Document	
Date Of Birth	01/08/1990		19/03/1980		.	
It is certified available with us are verified by the are verified by the	that Subscriber is employ s. Further necessary nam nis office.	yed with Nodal (e change has b	Office/Corporate ar een carried out in s	nd the details poservice records O Reject	rovided in this modification request are as of the Subscriber. The given details and th	s per the service re ne documents uplo
		Remar	ks			



> The following screen will appear on successful authorization. (*Please refer Figure 47*)

NSDL e-Gov		ean		National Pension System (I
ld: 111014700		Request has been su	ccessfully Authorized.	Back to Ma
	Requested For			
Personal Detai	PRAN		110070199900	
0	Subso	riber Name	GXCZEET THNGH	
- Personal Details to				
	Details			
	Ackno	wledgement Number	82708202418051441	
PRAN : 110070199900	Status	- i	Authorised	
Date Of Birth : 01/08/1	Date of	Authorization	27-08-2024	
Date Of Retirement : 3	Autho	rized By - Reg. No	3000045	
Change Type	Autho	rized By - Name	FA and CAO, Northen	
Date Of Birth	Addie	nzed by - Name	Railway, New Delhi	
			Dk.	
It is certified that Su available with us. Furth	,			as per the service record d the documents uploaded
are verified by this office.				
		Confirm	Cancel	
ure 47				
Classification: Pub	lic	Versio	on No. : 1.1	Page: 32 of 49



> Status of request can be seen in CRA log in. (*Please refer Figure 48*).

	Initiate	01	/erify		uthorize 💿 Vie	w Request Statu	5	
iew Request Sta	atus ———							
	Acknowled	lgement Number						
	PRAN			110	070199900			
	Status			s	ELECT	~		
	From Date	•		DD	MM/YYYY			
	To Date*			DD	/MM/YYYY			
			Subm	Res	et			
			Tuno of	Makor			Last Action	Pend

Figure 48

Classification: Public Version No. : 1.1
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3. Date of Joining Change Request initiation by PAO/DTO/DDO

Date of Joining (DoJ) change request Initiated by **DDO** nodal office need to be **authorized** by PAO/DTO nodal office.

Date of Joining (DoJ) change request Initiated by nodal office PAO/DTO/PrAO/DTA user 1 can be authorized by PAO/DTO PrAO/DTA nodal office User 2.

A. Change Request initiation by PAO/DTO

DDO/PAO office will log in to CRA portal <u>https://cra-nsdl.com/CRA/</u>. Enter "User ID" and password click on "Submit" (Please refer Figure 49)

protean Change is growth	National Pension System (NPS)
PFRDA has appointed Training agency to provide tr	aining on NPS. Government Nodal officers can <u>Click here</u> , Corporates &
Annual Transaction Statement on Email	Subscribers User ID Password
Invest in NPS	Enter Captcha (3) (4) + 4 =
Activate Tier II Account Free 11	I understand that, My User ID/PRAN & Password is confidential & not to be disclosed, number, number,
FATCA Compliance	I need to keep changing my password regularly.
Annuity Quotes	Submit Reset Password IPIN for eNPS Help/Instructions for Login
Subscriber Consent to share contact details with ASP	Nodal Offices / Other Intermediaries
Subscriber Registration/Photo-Signature Modification Request	Enter Captcha (2,1) + 8 5 35
Status using Receipt Number	 I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or
My Withdrawal Utility	I need to keep changing my password regularly.
PRAN Card Dispatch Status	Submit Reset Password Help/Instructions for Login
Figure 49	

Click on option "Transaction" and sub menu "Subscriber Personal Details Update" (Please refer Figure 50)

Grievance User Maintenance Document Managemen	Views	Transaction Dashboar	d Subscriber Deactivation / Reactivation	CGMS BackOffice Master	r Download No	xdal Offices Upload	Exit Withdrawal Request	Recruitment Monitoring	Knowledge Centre
Authorize Request		Tier-2 Activation							
		Update Subscriber Tier-2 Details							
		Subscriber Shifting							
		Authorize Subscriber Shifting							
		Capture DDO Shift Request	Welcome to Centra	I Recordkeeping Agency					
		Verify DDO Shift Request	Click here to view list of E:	cit Claim IDs awaiting any ac	ection				
		DDO Shifting Request Status View	d to purchase the annuity at the time of E	xit. To view annuity quotes, p	please click her	e View Annuity Qu	otes		
		Initiate Conditional	e for details related to 'Voluntary Contri	ibution in Tier Laccount by	v Govt. Sector	Subscribers'			
	Inform	Verify Conditional	mission of FATCA Self-Certification in Sut	oscribers login may be disse	eminated to your	Subscribers. For d	stalls, Click here		
		FATCA Self Certification	Click here for PFRDA Advisory or	streamlining of handling of	f Exit cases				
		Authorize Non-Financial	NPS Operations	Guide PAO/DTO DDO					
		FATCA File Upload	CRA Helpline for Nodal C	ffices 1800-222-081 (toll-fre	ee)				
		FATCA File Status							
		Subscriber Bank Details Update							
		Authorize Subscriber Shifting by Source						Notification	JT.
		Verify Subscriber Shifting							
		MyWithdrawal Authorization					Subscriber-Si	ifting Source 1	ount
		DDO Registration	Detired life bo col				Authorization		
		Subscriber Personal Details Update	Recured lite Ru su	nuru, NPS numu	eru			•	
Figure 50									
estification: Public			Ve	rsion No	• 1 1				2200.3



> Click on option "Initiate" and Enter PRAN. Click on "Submit" (Please refer Figure 51)

	Initiate	O Verify	○ Authorize	O View Request Status	
Update Persona	l Details ——				
	Permanent Retirem	nent Account Number (PRAN)*	110040770618		

Figure 51

 CRA system will display current details present in given PRAN and to edit the same click on "Edit" (Please refer Figure 52)

	Initiate	○ Verify	Authorize	O View Request Status
Existing Per	sonal Details ——			
	PRAN		110040770618	
	Subscriber's Name)	A SHWIN VIJAY LIM	AYE
	Date Of Birth		24/03/1984	
	Date Of Joining		02/07/2009	
	Date Of Retirement	t	31/03/2044	
		Edit	Cancel	
gure 52				
sification	Public	Ve	rsion No · 1 1	Page 3

(B)	
(()))	protean
A. 10	Change is growth

Select the Change Type, "Date of Joining". Select supporting proof form available list and Upload document. Tick the declaration. Click on "Submit" (Please refer Figure 53 and 54).

New Per	eonal Detr) Initiate		O Verify		 Authorize 	9	O View R	equest Status	
F	PRAN: 11	10040770618				Si	ubscriber Na	ıme: ASH	WIN VIJAY LI	IMAYE
Change Typ	e	Existing Va	lue	New Value		Reason for C	Change	Document Ty	rpe	Upload Document
				ASHWIN						
Subscrit	oer's Name	A SHWIN V LIMAYE	IJAY	VIJAY		SELECT-	v			
				LIMAYE						
	Change Type	2	Existi	ng Value	New Value		Document T	уре	Upload Doci	ument
	O Date Of B	irth	24/03	1984	24/03/1984	4 📰	SELECT	v	Choose File	No fisen
	Date Of Jo	oining	02/07	2009	02/07/2008	3 📑	SELECT	- ~	Choose File	e No fisen
	O Date Of R	etirement	31/03	2044	31/03/2044	4 📑	SELECT		File	e No fisen
							EMPLOYE	MENT/OFFER		
Note : D	ocument shou	uld be in *.jpe	g, *.jpg,	*.png, or *.pdf for	mat and size of	document sho	ould be betwe	en 2KB to 5M	В.	
	ortified that S	Subscriber is a	employe	d with Nodal Offi	ce/Corporate a	nd the details	provided in t	his modificatio	n request are	as per the service

Change Typ	nge Type Existing Value New Value		New Value		Reason for C	hange	Document Ty	pe	Upload Docur	nent	
	ASHWIN VIJAY		ASHWIN								
Subscril	ber's Name		JAY	VIJAY		SELECT-	~ ~				
				LIMAYE							
	Change Type		Existin	g Value	New Value		Document T	ype	Upload Doc	ument	
	Date Of Birth 24/03/1984		1984	24/03/1984	1	SELECT	~	Choose File No fisen			
	Date Of Jo	ining	02/07/2	2009	02/07/2008	3 📰	APPOINT	MENT/OF 🗸	Choose Fil	e No fisen	
	 Date Of Re 	tirement	31/03/2	2044	31/03/2044	4 📰	SELECT	~	Choose Fil	e No fisen	
					Submit	Cancel					
rure 54	1										
	: Ci 4 i	- Dubli			· · · · · · · · · · · · · · · · · · ·		1- 11				



> Updated DoJ will be visible on screen click on "Confirm" to proceed. (*Please refer Figure 55*).

Initiate	O Verify	O Authorize	O View Request Status				
ew Personal Detai	w Personal Details						
RAN : 110040770618		Subscriber Na	ame : ASHWIN VIJAY LIMAYE				
Date Of Birth : 24/03/19	984	Date Of Joinin	ng : 02/07/2009				
Date Of Retirement : 3	1/03/2044						
Change Type	Existing Details	New Details	Uploaded Document				
change type	-						
Date Of Joining	02/07/2009	02/07/2008					
Date Of Joining It is certified that Su available with us. Furth are verified by this office	02/07/2009 ibscriber is employed with Nodal er necessary name change has b e.	02/07/2008 Office/Corporate and the details preeen carried out in service records Confirm Cancel	vovided in this modification request are as per the service record of the Subscriber. The given details and the documents uploaded				
Date Of Joining It is certified that Su available with us. Furth- are verified by this office	02/07/2009 ibscriber is employed with Nodal er necessary name change has b e.	02/07/2008 Office/Corporate and the details p een carried out in service records Confirm Cancel	E rovided in this modification request are as per the service record of the Subscriber. The given details and the documents uploaded				

Figure 55

Details will be saved successfully and acknowledgement number will be visible on screen. (*Please refer Figure 56*).

F	Request Raised For		
sonal I	PRAN	110040770618	
e	Subscriber Name	ASHWIN VIJAY LIMAYE	us
ew Personi	Maker Details		
PRAN : 11004	Acknowledgement Number	82608202418051423	
Date Of Birth	Status	Initiated By Nodal Entity	
Date Of Retire	Date of Initiation	26-08-2024	
	Initiated By - Reg. No	2000213	
Change Ty	Initiated By - Name	Sr. Accounts Officer and Sr. PO, Northern Railway, Yamuna Nagar	ent
Date Of Join		Ok	as per the service record the documents uploaded
ne venned by this offic	с С	onfirm	

Classification: Public	Version No. : 1.1	Page: 37 of 49



B. Authorization by PAO/DTO/PrAO/DTA Office

Date of Joining (DoJ) change request Initiated by nodal office PAO/DTO/PrAO/DTA user 1 can be authorized by PAO/DTO PrAO/DTA nodal office User 2. PAO/DTO/PrAO/DTA office will log in to CRA portal <u>https://cra-nsdl.com/CRA/</u>. Enter **"User ID"** and password click on **"Submit"** (*Please refer Figure 57*)

		Subscribe	ers
Annual Transaction Statement on Email	User ID		
	Password		
Invest in NPS	Enter Captcha	34+4	PÐ
	I understand t	that,	
Activate Tier II Account Free 11	 My User ID/PRAN disclosed. 	& Password is co	nfidential & not to be
	 Password should in number. 	be complex and no	ot commonly used text or
EATCA Course	 I need to keep cha 	anging my passwo	rd regularly.
PArca compliance		Submit	
	Reset Password IF	PIN for eNPS	Help/Instructions for L
Annuity Quotes			
	Nodal Offic	ces / Other	Intermediaries
Subscriber Consent to share contact details with ASP	I-PIN		O Digital Certifica
	User ID	1001023900	
	Password		MdC
Subscriber Registration/Photo-Signature Modification Request	Enter Captoha	(2) D + 9	<u>se</u>
	I understand t	that,	
Status using Receipt Number	My User ID/PRAN	& Password is co	nfidential & not to be
	 Password should I 	be complex and no	ot commonly used text or
	 I need to keep cha 	anging my passwo	rd regularly.
My Withdrawal Utility			
		Submit	
	Reset Password		Help/Instructions for Log

Click on option **"Transaction"** and sub menu **"Subscriber Personal Details Update"** (*Please refer Figure 58*)

Renonze Request. Commonon Detains accornity. Account Detains addischoel Registration. Onevance: Oser Manino	tenance Views Reports	Transaction Addition	nal Reports (New) Master	r Download Das	shboard	Subscriber Deactivation / Reactivation	CGMS BackOffice
odal Offices Upload Error Rectification Module Exit Withdrawal Request Recruitment Monitoring Knowledge Centre	Download Transact Onlin	Authorize Transaction					
		Tier-2 Activation					
		Switch(One Way Switch)					
		Update Subscriber Tier-2 Details					
	Welcome to Central Reco	Subscriber Shifting					
		Authorize Subscriber Shifting					
Click	here to view list of Exit Clair	Authorize DDO Shift Request	n				
Subscriber is required to purchase the an	nnuity at the time of Exit. To v	DDO Shifting Request Status View	se click here View Annui	uity Quotes			
Click here for details related	I to 'Voluntary Contribution	Initiate Conditional Withdrawal	ovt. Sector Subscribers'	e'			
Information regarding online submission of FATCA Se	elf-Certification in Subscribe	Verify Conditional	ated to your Subscribers.	. For details, Clic	k here		
Click here for	or PFRDA Advisory on stream	FATCA Self Certification	t cases				
N	VPS Operations Guide PrAO	FATCA File Upload					
	Nodal Offices Helpline N	FATCA File Status					
		Nodal Photo Signature Upload					
		Nodal Bank Details Update					
		Subscriber Bank Details Update					
		Authorize Subscriber Shifting by Source					
		Verify Subscriber Shifting					
		MyWthdrawal Authorization					
Retiv	red lífe ka sahara	DDO Registration					
		Subscriber Personal Details Undate					
Home Contact Us System Cor	Infiguration / Best Viewed Entrus	Details Optiale	irievance Redressal Policy				
Figure 58							
rigure 50							
Classification: Public	l Ve	ersion No	o.:1.1			P	age: 38 c
							-



Change in Subscriber's Personal Details by Nodal Office

Click on option "Authorize", enter PRAN details and click on "Submit" (Please refer Figure 59)

	 Initiate 	○ Verify	Authorize	O View Request Status
uthorize Perso	onal Details ——			
	Acknowledgem	ent Number		
	PRAN		110040770618	
	From Date*		DD/MM/YYYY	
	To Date*		DD/MM/YYYY	
		Subr	mit Reset	
lote				
From Date and To	Date will be the reque	st capture date of Personal D	etails Change.	
Enter any one sea	rch criteria, Either Ackı	nowledgment Number or PRA	AN or from Date and to Date	

Existing details pending for authorization will be available on screen. Click on hyperlink acknowledgement number to check the details entered by maker. Nodal office can download and see document uploaded by maker to check the details entered. Click on "Accept". Also tick declaration (*Please refer figure 60 and 61*)

0	 Initiate 	0	Verify		Authorize	/iew Reques	t Status	
uthorize Person	al Details							
	Acknow	ledgement Numbe	er					
	PRAN				110040770618			
	From Da	ate*			DD/MM/YYYY			
	To Date	*			DD/MM/YYYY			
Acknowledgement	Request		Type of	Maker			Last Action	
Acknowledgement Number 2608202418051423	Request Date 26-08-	Request For	Type of Transaction Modified	Maker Entity ID	Maker Entity Name Sr. Accounts Officer and Sr. PO. Northern Railway.	Status Pending	Last Action Taken Initiated By	Action
Acknowledgement Number 2608202418051423	Request Date 26-08- 2024	Request For	Type of Transaction Modified	Maker Entity ID 10010254	Maker Entity Name Sr. Accounts Officer and Sr. PO, Northern Railway, Yamuna Nagar	Status Pending	Last Action Taken Initiated By Nodal Entity	Action
Acknowledgement Number 2608202418051423 Code From Date and To Da Enter any one search	Request Date 26-08- 2024 atte will be the o criteria, Eith	Request For 110040770618 e request capture ner Acknowledgmo	Type of Transaction Modified date of Persona ent Number or F	Maker Entity ID 10010254 al Details Cha	Maker Entity Name Sr. Accounts Officer and Sr. PO, Northern Railway, Yamuna Nagar	Status Pending	Last Action Taken Initiated By Nodal Entity	Action Approve/Reject
Acknowledgement Number 2608202418051423 ote From Date and To Da Enter any one search Tre 60	Request Date 26-08- 2024 the will be the o criteria, Eith	Request For 110040770618 e request capture her Acknowledgmo	Type of Transaction Modified date of Persona ent Number or F	Maker Entity ID 10010254 In Details Cha	Maker Entity Name Sr. Accounts Officer and Sr. PO, Northern Railway, Yamuna Nagar nge. Date and to Date	Status Pending	Last Action Taken Initiated By Nodal Entity	Action Approve/Reject



Personal Deta	ils Up	odate						
C) Initiate	⊖ Verif	ý	Authorize	O View Requ	iest Status		
Personal Details to be Updated								
PRAN : 11004077061	PRAN : 110040770618			Subscriber Name : A SHWIN VIJAY LIMAYE				
Date Of Birth : 24/03/	1984			Date Of Joinin	g : 02/07/2009			
Date Of Retirement :	31/03/204	4						
Change Type	Existing	Details	New Details		Uploaded Document			
Date Of Joining	02/07/20)9	02/07/2008		.			
It is certified that S available with us. Furt are verified by this offi	Subscriber her necess ce.	is employed with Nodal sary name change has b	Office/Corporate an een carried out in s	d the details p ervice records	rovided in this modification r of the Subscriber. The given	equest are as per the service record details and the documents uploaded		
			Accept	○ Reject				
Remark			ks					
Approv				Back				
igure 61								

Nodal office needs to verify confirmation screen and Click on "Confirm" (Please refer figure
 62)

Pe	ersonal Deta	ils Update			
	C) Initiate	/erify @	Authorize	O View Request Status
	Personal Details to	be Updated			
	PRAN : 110040770618	8	Sut	oscriber Name : A SH	IWIN VIJAY LIMAYE
	Date Of Birth : 24/03/	1984	Dat	e Of Joining : 02/07/	2009
	Date Of Retirement :	31/03/2044			
C	Change Type	Existing Details	New Details	Uploade	d Document
C	ate Of Joining	02/07/2009	02/07/2008		
	It is certified that S available with us. Furth are verified by this office are verified by this office	ubscriber is employed with No her necessary name change h ce.	dal Office/Corporate and th as been carried out in servi Confirm Ca	e details provided in ce records of the Sub	this modification request are as per the service record scriber. The given details and the documents uploaded
igi	ure 62				
	Classification	n: Public	Versio	on No. : 1.1	Page: 40 of 49



> The following screen will appear on successful authorization. (*Please refer Figure 63*)

manual Data	Requested			
ersonal Detai		PRAN	110040770618	
0		Subscriber Name	A SHWIN VIJAY LIMAYE	
ersonal Details to	Oetails —			
		Acknowledgement Number	82608202418051423	
PRAN: 110040770618		Status	Authorised	
Date Of Birth : 24/03/1		Date of Authorization	26-08-2024	
Date Of Retirement : 3		Authorized By - Reg. No	3000045	
hange Type		Authorized By - Name	FA and CAO, Northen Railway, New Delhi	
Date Of Joining				
It is certified that Su			Dk	as per the service record
available with us. Eurth				d the documents uploaded

Figure 63

> Status of request can be seen in CRA log in. (*Please refer Figure 64*).

	PRAN Status			110	040770618			
	Status							
	Status				ELECT			
	From Date	×		DD	/MM/YYYY			
	To Date*			DD	MMAYYYY			
<u>82308202418051326</u> 23	3-08-2024	110040770618	Modification	10010254	Sr. Accounts Officer and Sr. PO, Northern Railway, Yamuna Nagar	Accepted	Authorized by Nodal Office	N
Acknowledgement Number	Request Date	Request For	Type of Transaction	Maker Entity ID	Maker Entity Name Sr. Accounts Officer	Status	Last Action Taken	Pen W
82608202418051423 26	6-08-2024	110040770618	Modification	10010254	Sr. Accounts Officer and Sr. PO, Northern Railway, Yamuna Nagar	Accepted	Completed	N

Classification: Public

Version No. : 1.1

Page: 41 of 49



4. Modification in Date of Retirement:

Date of Retirement (DoR) change request Initiated by **DDO** nodal office need to be **authorized** by PAO/DTO nodal office.

Date of Retirement (DoR) change request Initiated by nodal office PAO/DTO/PrAO/DTA user 1 can be authorized by PAO/DTO PrAO/DTA nodal office User 2.

A. Change Request initiation by PAO/DTO

DDO/PAO office will log in to CRA portal <u>https://cra-nsdl.com/CRA/</u>. Enter "User ID" and password click on "Submit" (Please refer Figure 65)

protean Change is growth	National Pension System (NPS)
PFRDA has appointed Training agency to provide tra	aining on NPS. Government Nodal officers can <u>Click here</u> , Corporates &
Annual Transaction Statement on Email	Subscribers User ID Password
Invest in NPS	Enter Captcha
Activate Tier II Account Free !!	 I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or number.
FATCA Compliance	I need to keep changing my password regularly.
Annuity Quotes	Reset Password IPIN for eNPS Help/Instructions for Login
Subscriber Consent to share contact details with ASP	Nodal Offices / Other Intermediaries User ID Password Oigital Certificate
Subscriber Registration/Photo-Signature Modification Request	Enter Captoha (2) 1) + 8 2 35
Status using Receipt Number	 I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or
My Withdrawal Utility	I need to keep changing my password regularly.
PRAN Card Dispatch Status	Submit Reset Password Hele/Instructions for Login
Figure 65	

Click on option "Transaction" and sub menu "Subscriber Personal Details Update" (Please refer Figure 66)

Grievance User Maintenance Document Management	Views	Transaction Dashboa	rd Subscriber Deactivation / Reactivation	CGMS BackOffice Master Download	Nodal Offices Upload	Exit Withdrawal Request	Recruitment Monitoring	Knowledge Centre
Authorize Request		Tier-2 Activation						
		Update Subscriber Tier-2 Details						
		Subscriber Shifting						
		Authorize Subscriber Shifting						
		Capture DDO Shift Request	Welcome to Centr	ral Recordkeeping Agency				
		Verify DDO Shift Request	Click here to view list of	Exit Claim ID's awaiting any action				
		DDO Shifting Request Status View	ed to purchase the annuity at the time of	Exit. To view annuity quotes, please click	here View Annuity Qu	otes		
		Initiate Conditional Withdrawal	e for details related to 'Voluntary Con	tribution in Tier I account by Govt. Sec	tor Subscribers'			
	Informa	Verify Conditional Withdrawal Request	bmission of FATCA Self-Certification in Se	ubscribers login may be disseminated to	your Subscribers. For de	tails, Click here		
		FATCA Self Certification	Click here for PFRDA Advisory	on streamlining of handling of Exit cases				
		Authorize Non-Financial Transactions	NPS Operation	s Guide PAO/DTO DDO				
		FATCA File Upload	CRA Helpline for Nodal	Offices 1800-222-081 (toll-free)				
		FATCA File Status						
		Subscriber Bank Details Update						
		Authorize Subscriber Shifting by Source					Notification	11
		Verify Subscriber Shifting						
		MyWithdrawal Authorization				Transaction T Subscriber-Sh	rpe Ci ifting Source 1	unt
		DDO Registration	Detived life bo co			Authorization		
		Subscriber Personal Details Update	Rectiren tille ien si	anuru, 1983 numuru			•	
Eigura 66								
i igui e oo								
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-	
(iii)	protean
100	Change is growth

> Click on option "Initiate" and Enter PRAN. Click on "Submit" (Please refer Figure 67)

	Initiate	○ Verify	○ Authorize	O View Request Status	
Update Perso	onal Details				
	Permanent Detiror	nent Account Number (DDAN)*			
	Fernanent Retrei		110010199089		

 CRA system will display current details present in given PRAN and to edit the same click on "Edit" (Please refer Figure 68)

	Initiate	○ Verify	 Authorize 	O View Request Status	
xisting Perso	onal Details ———				
	PRAN		110010199089		
	Subscriber's Name	Subscriber's Name Date Of Birth		blap	
	Date Of Birth				
	Date Of Joining		27/01/2007		
	Date Of Retirement		30/09/2040	30/09/2040	
		Edit	Cancel		
lote All dates are in de	d/mm/yyyy format				

Classification: Public Version No. : 1.1 Page: 43 of 49

pro	tean
Change	is growth

Select the Change Type as "Date of Retirement". Select supporting proof form available list and Upload document. Tick the declaration. Click on "Submit" (Please refer Figure 69 and 70).

P	RAN: 11	0010199089				Su	ubscriber Na	me: Vaib	hav Vivek G	holap	
Change Type	e	Existing Va	lue	New Value		Reason for C	Change	Document Ty	/pe	Upload Docum	ent
				VAIBHAV							
Subscribe	er's Name	Vaibhav Vi Gholap	ivek	VIVEK		-SELECT-	- v				
				GHOLAP							
	Change Type		Existin	ng Value	New Value		Document T	уре	Upload Doc	ument	
(Date Of Bi 	rth	16/09/	1980	16/09/1980		SELECT	- ~	Choose Fil	e No fiosen	
(Date Of Jo 	ining	27/01/	2007	27/01/2007	. 📑	SELECT	- ~	Choose File	e No fiosen	
(Date Of Re	tirement	30/09/	2040	30/09/2044	L 📑	SELECT		Choose File	e No fiosen	
							-SELECT	-			



Ibscriber's Name Vaibhav Vivek Gholap ValBHAV Vivek Vivek GHOLAP Change Type Existing Value O Date Of Birth 16/09/1980	-Si	ELECT V			
Change Type Existing Value O Date Of Birth 16/09/1980	New Value	Document T			
O Date Of Birth 16/09/1980			уре	Upload Document	
	16/09/1980	SELECT-	- ~	Choose File No fiosen	
O Date Of Joining 27/01/2007	27/01/2007	SELECT-	- ~	Choose File No fiosen	
Date Of Retirement 30/09/2040	30/09/2044	EMPLOYEE ID CAF 🗸		Choose File pus1).pdf	
te : Document should be in * jpeg, * jpg, * ,png, or *,pdf forr It is certified that Subscriber is employed with Nodal Offic aliable with us. Further necessary name change has been a verified by this office.	mat and size of docum ce/Corporate and the carried out in service Submit	nent should be betwee details provided in the records of the Subsection	en 2KB to 5ME	3. n request are as per the se an details and the documer	ervice record



> Updated DoR will be visible on screen click on "Confirm" to proceed. (Please refer Figure 71).

	 Verify 	O Authorize	O View Request Status
New Personal Deta	ils		
PRAN : 110010199089)	Subscriber Na	ame : Vaibhav Vivek Gholap
Date Of Birth : 16/09/	1980	Date Of Joinin	ng : 27/01/2007
Date Of Retirement :	30/09/2040		
Change Type	Existing Details	New Details	Uploaded Document
Date Of Retirement	30/09/2040	30/09/2044	.
It is certified that S available with us. Furth	ubscriber is employed with Nodal her necessary name change has b ce.	Office/Corporate and the details pi een carried out in service records Confirm Cancel	rovided in this modification request are as per the service recor of the Subscriber. The given details and the documents uploade

Details will be saved successfully and acknowledgement number will be visible on screen. (*Please refer Figure 72*).

orconal	Request Raised For		
	PRAN	110010199089	
۲	Subscriber Name	Vaibhav Vivek Gholap	us
New Person:	Maker Details		
PRAN : 11001	Acknowledgement Number	82608202418051424	
Date Of Birth	Status	Initiated By Nodal Entity	
Date Of Retire	Date of Initiation	26-08-2024	
Duce of Reality	Initiated By - Reg. No	2000213	
Change Ty	Initiated By - Name	Sr. Accounts Officer and Sr. PO, Northern Railway, Yamuna Nagar	ent
Date Of Retire			
It is certifie		Ok	as per the service recor
available with		-	the documents uploade
	c	onfirm	
Note			
	uuus format		

Classification: Public	Version No. : 1.1	Page: 45 of 49



B. Authorization by PAO/DTO/PrAO/DTA Office

Date of Retirement (DoR) change request Initiated by nodal office PAO/DTO/PrAO/DTA user 1 can be authorized by PAO/DTO PrAO/DTA nodal office User 2. PAO/DTO/PrAO/DTA office will log in to CRA portal <u>https://cra-nsdl.com/CRA/</u>. Enter **"User ID"** and password click on **"Submit"** (*Please refer Figure 73*)

PFRDA has appointed Training agency to provide t	raining on NPS. Government Nodal officers can <u>Click here</u> , Corporates &
Annual Transaction Statement on Email	Subscribers
	Enter Captoha
Activate Tier II Account Free 11	 I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or
FATCA Compliance	I need to keep changing my password regularly.
Annuity Quotes	Reset Password IPIN for eNPS Help/Instructions for Login
Subsoriber Consent to share contact details with ASP	Nodal Offices / Other Intermediaries
Subscriber Registration/Photo-Signature Modification Request	Enter Captoha (2,1) + 8 35
Status using Receipt Number	 I understand that, My User ID/PRAN & Password is confidential & not to be disclosed. Password should be complex and not commonly used text or
My Withdrawal Utility	I need to keep changing my password regularly.
	Submit Reset Password Help/Instructions for Login
ire 73	

 Click on option "Transaction" and sub menu "Subscriber Personal Details Update" (Please refer Figure 74)

Authorize Request Contribution Details Security Account Details Subscriber Registration	Grievance User Maintenance Views Reports Tran	saction Additional Re	ports (New) Master Download	Dashboard	Subscriber Deactivation / Reactivation	CGMS BackOffi
Nodal Offices Upload Error Rectification Module Exit Withdrawal Request Recruitment Monito	ring Knowledge Centre Download Transact Onlin Author	orize Transaction				
	Tier-2	2 Activation				
	Swite	h(One Way Switch)				
	Upda Detai	ite Subscriber Tier-2 ils				
	Welcome to Central Recor Subs	criber Shifting				
	Autho	orize Subscriber ng				
	Click here to view list of Exit Clair Authority	orize DDO Shift				
Subscriber is re	equired to purchase the annuity at the time of Exit. To V DDO Statu	Shifting Request ISE C Is View	click here View Annuity Quotes			
Click	k here for details related to 'Voluntary Contribution Initiat	te Conditional ovt.	Sector Subscribers'			
Information regarding online	e submission of FATCA Self-Certification in Subscriber Verify With	Conditional ated	to your Subscribers. For details	, Click here		
	Click here for PFRDA Advisory on stream	A Self Certification	ses			
	NPS Operations Guide PrAO	A File Upload				
	Nodal Offices Helpline N	A File Status				
	Noa Uploa	ad Photo Signature				
	Noda Upda	il Bank Details ite				
	Subs	criber Bank Details te				
	Autho Shifti	orize Subscriber ng by Source				
	Verify	/ Subscriber Shifting				
	MyW Autho	ithdrawal prization				
	Retíred lífe ka sahara ⁰⁰⁰	Registration				
He	ome Contact Us System Configuration / Best Viewed Entrus	criber Personal Is Update	ance Redressal Policy			
Figure 71						
accification: Bublic	Version No	• 1 1			Page: 46	of 10



Click on option "Authorize", enter PRAN details and click on "Submit" (Please refer Figure 75)

	 Initiate 	O Verify	Authorize	O View Request Status
thorize Pers	onal Details			
	Acknowledgem	ent Number		
	PRAN		110010199089	
	From Date*		DD/MM/YYYY	
	To Date*		DD/MM/YYYY	
te		Sut	mit Reset	
rom Date and To	Date will be the reque	st capture date of Personal	Details Change.	
nter any one sea	arch criteria, Either Ack	nowledgment Number or PR	AN or from Date and to Date	

Figure 75

Existing details pending for authorization will be available on screen. Click on hyperlink acknowledgement number to check the details entered by maker. Nodal office can download and see document uploaded by maker to check the details entered. Click on "Accept". Also tick declaration (*Please refer figure 76 and 77*)

	O Initiate	C	Verify	C	Authorize O	View Reques	st Status	
Authorize Perso	nal Details							
	Acknow	ledgement Numbe	er					
	PRAN				110010199089			
	From Da	ate*			DD/MM/YYYY			
	To Date	ż			DD/MM/YYYY			
Acknowledgement Number	Request Date	Request For	Type of Transaction	ubmit F Maker Entity ID	Reset Maker Entity Name	Status	Last Action Taken	Action
82608202418051424	26-08- 2024	110010199089	Modified	10010254	Sr. Accounts Officer and Sr. PO, Northern Railway, Yamuna Nagar	Pending	Initiated By Nodal Entity	Approve/Reje

Figure 76

Classification: Public Version No.: 1.1 Page: 47 of 49



	 Initiate 	⊖ Veri	íy	Authorize	O View Requi	est Status
Personal Detai	ls to be Upd	ated				
PRAN : 1100101	99089			Subscriber Na	ame : VAIBHAV VIVEK GHO	AP
Date Of Birth : 1	6/09/1980			Date Of Joinir	ng : 27/01/2007	
Date Of Retirem	ent : 30/09/2040)				
Change Type	Existing	Details	New Details		Uploaded Document	
Date Of Retiremen	t 30/09/204	10	30/09/2044			
It is certified t available with us are verified by th	hat Subscriber i Further necess s office.	s employed with Nodal ary name change has t	Office/Corporate a been carried out in the out of the o	nd the details p service records O Reject	rovided in this modification re of the Subscriber. The given	equest are as per the service reco details and the documents uploade

Figure 77

Nodal office needs to verify confirmation screen and Click on "Confirm" (Please refer figure 78)

	O Initiate	◯ Verify	Authorize	O View Request Status
 Personal Detai 	Is to be Updated			
PRAN : 1100101	99089		Subscriber Na	me : VAIBHAV VIVEK GHOLAP
Date Of Birth : 1	5/09/1980		Date Of Joining	g : 27/01/2007
Date Of Retirem	ent : 30/09/2040			
Change Type	Existing Details	New Details		Unloaded Document
onunge 17po				oproducu bocument
Date Of Retiremen	t 30/09/2040	30/09/2044		
Date Of Retiremen	t 30/09/2040 nat Subscriber is employ Further necessary nam s office.	30/09/2044 ved with Nodal Office/Corpora e change has been carried ou Confirm	te and the details pr t in service records o Cancel	vided in this modification request are as per the service re of the Subscriber. The given details and the documents uplo
Date Of Retiremen	t 30/09/2040 hat Subscriber is employ Further necessary nam s office.	30/09/2044 ved with Nodal Office/Corpora e change has been carried ou Confirm	te and the details pr t in service records o Cancel	evided in this modification request are as per the service re of the Subscriber. The given details and the documents uplo



> The following screen will appear on successful authorization. (*Please refer Figure 79*)

SNSDL e-Gov is now	protean (based is growth		National Pension System (N
er ld: 111014701	Request has been su	ccessfully Authorized.	Back to Mair
	Requested For		
Personal Detai	PRAN	110010199089	
0	Subscriber Name	VAIBHAV VIVEK GHOLAP	
Personal Details to	Details		
	Acknowledgement Number	82608202418051424	
PRAN : 110010199089	Status	Authorised	
Date Of Birth : 16/09/1	Date of Authorization	27-08-2024	
Date Of Retirement : 3	Authorized By - Reg. No	3000045	
Change Type	Authorized By - Name	FA and CAO, Northen Railway, New Delhi	
Date Of Retirement			
It is certified that Su available with us. Furth- are verified by this office.		Dk	e as per the service record
	Confirm	Cancel	

Figure 79

Classification: Public	Version No. : 1.1	Page: 49 of 49
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